



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SHERIFF'S INMATE INDUSTRY PROGRAM MANAGER

Class No. 000978

■ CLASSIFICATION PURPOSE

To manage, direct and plan the activities of the Inmate Industry Division; to develop and administer all Sheriff's detention education, industries and training programs for inmates; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Sheriff's Inmate Industry Program Manager is an appointed Unclassified Management position, allocated only to the Sheriff's Department. Sheriff's Inmate Industry Program Manager is responsible for formulating program policy and operational procedures including the design, monitoring and implementation of County-wide policies and procedures regarding inmate education, industries, training, counseling, and religious activities at all the Sheriff's detention facilities. This class reports to the Assistant Sheriff, Detention Services Bureau.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs, designs, and oversees a comprehensive program providing direct and support services to inmates or persons in the custody of the Sheriff.
2. Ensures compliance with laws, court orders, and administrative directives relating to services provided during specified terms of confinement.
3. Formulates, recommends, and implements policies, rules, programs and procedures to gain compliance with health and safety regulations.
4. Plans, approves, and evaluates existing work, education and vocational programs in Sheriff's detention facilities.
5. Monitors and reviews Sheriff's detention facilities support operations.
6. Recommends and implements changes to improve the program and the delivery of services to inmates.
7. Develops short and long-range service goals and alternatives.
8. Reviews and examines Federal, State and local agency programs to identify and develop funding sources.
9. Oversees division budget, administration and use of grant, special and County funds to ensure cost effective operation.
10. Ensures compliance with contractual requirements.
11. Authorizes and reviews fiscal, purchasing and program operations for all detention facilities.
12. Provides task force leadership on committees with community and law enforcement agencies to develop educational, social services, vocational and industrial services programs.
13. Researches and updates determinations on how inmate labor can be utilized as a revenue source.
14. Oversees and ensures that religious services and jail counseling are available and provided upon inmate request.
15. Establishes and maintains rapport with labor unions, joint apprenticeship committees, Chamber of Commerce, State Employment Development Department and Rehabilitation Department to ensure compliance with rules and regulations.

16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, statutes, and policies governing inmate health, safety, and rehabilitation rights in a correctional facility.
- Operations evaluation and policy development standards.
- Jail, prison or detention facility support and service operations.
- Principles of correction management used in counseling, rehabilitation, industrial training and educational programs.
- Basic accounting and budget procedures.
- Service contracting policy, procedures and monitoring methods.
- Revenue resources available for corrections education, rehabilitation, industries training programs.
- Grant administration and program evaluation.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Identify inmate needs to develop, organize and manage appropriate service and training programs.
- Analyze, interpret and apply pertinent provisions of governmental policies, mandates, contracts, laws, rules and regulations.
- Prepare and present clear and comprehensive written and oral reports.
- Oversee and ensure that contract and grant obligations are met.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: bachelor's degree in business administration, public administration, education administration, or a closely related field, AND, three (3) years of experience planning, developing, administering and managing a jail or prison industries program. Experience must have included responsibility for fiscal, budget, and contracts administration.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: September 18, 1992

Revised: September 27, 2002

Reviewed: April 2004

Sheriff's Inmate Industry Program Manager (Class No. 000978)

Union Code: UM

Variable Entry: Y